

HILTON MARSTON & HOON NEIGHBOURHOOD PLAN

STEERING GROUP MEETING

held at Hilton Village Hall on

Thursday 14 March 2019

at 7.30pm

Attendees: Charles Cuddington Margaret Cuddington  
Russell Pollard Sian Davies  
Martin Nield Christina Nield  
Suzanne Campion Jon Watson  
Public: None

1. Apologies: None
2. Declaration of Members' interest: Sian Davies & Christina Nield are both on the Village Hall Committee
3. No questions – no public in attendance
4. To confirm the minutes of the last meeting on 11 February 2019. Signed off by the Chair, Sian Davies.  
Proposed by M Nield, seconded by C Nield  
Resolved: The minutes were unanimously approved by the Neighbourhood Plan Steering Group.
5. Review of the Second Survey – “the Next Step”.  
A final push will be made on Facebook through creating a sense of urgency at the looming end date (March 17<sup>th</sup>)  
The surveys returned on paper are still being deposited in the boxes and it was agreed to collect the drop boxes during the week beginning March 18<sup>th</sup>.  
Proposed by Sian Davies, seconded by C Cuddington.  
Resolved: The proposal was unanimously approved by the Neighbourhood Plan Steering Group.  
The “poster display” in the Village Hall has been well received with positive comments.

6. Feedback from Peter Black meeting - Friday 8 March 2019

A good meeting attended by C Cuddington, R Pollard. J Watson sent apologies – domestic emergency.

Peter Black has agreed to rewrite the “policies” in “planning speak”. He has suggested areas where we need more evidence to support the policies e.g. demographics, housing mix etc. We seem to be in reasonable shape. Charles Cuddington to circulate comments from Peter Black.

Peter Black has submitted an invoice for 2 days = £1000 (plus mileage) addressed to the Parish Council. This needs to be paid by the end of March out of the Locality grant.

Proposed by Sian Davies, Seconded by R Pollard

Resolved: The payment of the Peter Black invoice was unanimously approved by the Neighbourhood Plan Steering Group.

As a result of this work and the survey results, a regular meeting with SDDC is to be set up to share data.

Charles Cuddington and Russell Pollard to attend.

Proposed by Martin Nield, Seconded by Jon Watson

Resolved: The setting up of a regular meeting with SDDC was unanimously approved by the Neighbourhood Plan Steering Group.

7. Budget Update

Charles distributed an updated sheet and confirmed that since the last meeting the spend has been in line with budget.

i.e.

- Peter Black (fees for two days)	£1000
- Village Hall display board printing	£240
- On going IT costs and Dove Valley life costs	£165

The Financial Year end portion of the Locality part of the budget was presented as £176.04. This will be the sum that the Parish Council will be asked to reimburse to Locality within 2 weeks of March 31<sup>st</sup> (this is a Locality requirement).

Acceptance of the updated budget and authority to pay any of the next month costs should they fall due for payment before the next Steering Group meeting. Proposed by R Pollard seconded by M Nield.

Resolved: The Neighbourhood Plan Steering Group unanimously agreed the updated budget and delegated authority to pay any invoices becoming due before the next Steering Group meeting.

Charles confirmed that he has spoken to Locality and the new grant forms will not be available until April 1<sup>st</sup>.

8. Master Program Update

It was proposed to set up a Working Group to formulate the Detailed Plan for delivering the draft Neighbourhood Plan by the end of May. The working group to meet on 26<sup>th</sup> March.

Proposed by C Nield, seconded by R Pollard

Resolved: The setting up of the working group was unanimously approved by the Neighbourhood Plan Steering Group.

9. Outstanding Items

Parish Council

The Chair and Vice Chair of the Parish Council have proposed a wording change to the Parish Council GDPR policy to encompass the activity of the Neighbourhood Plan Steering Group.

The Chair said she would circulate for comment and the matter will be on the agenda for the next Neighbourhood Plan Steering Group meeting.

Still to be agreed

The first surveys have been sealed in film and deposited with the Clerk at the Hilton Parish Council Office. If access is required, then this will be by a member of the Neighbourhood Plan Steering Group authorised by the Chair. At the end of the Neighbourhood Plan process all the surveys will be destroyed.

AECOM

There has been no further input from AECOM. It was proposed that Charles sends a chasing email.

Proposed by J Watson, seconded by S Campion.

Resolved: The proposal was unanimously approved by the Neighbourhood Plan Steering Group.

Meeting closed at 8.30pm

The next meeting will be on Thursday 11 April 2019 at 7.30 at the Village Hall.

Signed.....Date.....